



IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

Weekly Status Report

Submitted by: **William E. Leggett for Julie Noland** Week Ending: **December 17, 2004**

PROJECT STATUS

Overall Project Status Level

Green

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
 - *Week 2, "flesh out" activities including:*
 - Review of Service Delivery model
 - Risk
 - Prioritize activities
 - Implications
 - Event horizon
 - Culture
 - Implementation cost
 - Information Needed From IOWA for Next Reporting Period

#	Initiative	Chair	Facilitator	Alternate
8	Applications	Noland	Leggett	Myers

- Reviewed team mission
- Identified key activities required to implement the recommendation
- Wrap-up with weekly progress message

PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Review team mission
- Wrap-up with weekly progress message



IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

A quick overview of the “Service Provider” organization model selected by the Governor as the move forward position was discussed. The team reviewed the listing of action items developed at the previous session.

Reviewed and ratified the team mission statement.

8. Applications

The Application Transition Implementation and Migration Project Team will determine the activities necessary to:

- 1 conduct and maintain an enterprise application inventory*
- 2 collect information that will assist in the development of a consolidated enterprise application matrix*
- 3 create an enterprise application entity relationship diagram*

COEUR SUMMARY STATUS OF DELIVERABLES

Application Consolidation—Bill Leggett, Facilitator/ Julie Noland, Chair

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement	Complete	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Weekly Status Report	Complete	12/9/04	12/9/04
<input type="checkbox"/>	Develop Risk Assessment		12/23/04	
<input checked="" type="checkbox"/>	Define Barriers and Issues	Complete	12/16/04	12/16/04
<input checked="" type="checkbox"/>	Conduct Risk Assessment	Work in Progress	12/21/04	
<input checked="" type="checkbox"/>	Prioritize Risk	Complete	12/16/04	12/16/14
<input checked="" type="checkbox"/>	Define Mitigation Plan	Work in Progress	12/21/04	
<input type="checkbox"/>	Develop Project Plan		12/23/04	
<input type="checkbox"/>	Work plan with realistic timeframes for implementation		12/21/04	
<input type="checkbox"/>	Implementation costs by fiscal year		12/21/04	
<input type="checkbox"/>	Budget Process guidelines	NA	12/16/04	12/16/04
<input type="checkbox"/>	Process maps and control points		12/21/04	



IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

Complete	Deliverable	Status	Due Date	Date Completed
<input checked="" type="checkbox"/>				
<input type="checkbox"/>	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
<input type="checkbox"/>	Resources to implement consolidation/on-going needs		12/21/04	
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)		12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation		12/21/04	
<input type="checkbox"/>	Cultural Considerations		TBD	
<input type="checkbox"/>	Define barriers and issues	Work In Progress	TBD	
<input type="checkbox"/>	Communications Plan	Work In Progress	TBD	
<input type="checkbox"/>	Staffing Plan	Work In Progress	TBD	
<input type="checkbox"/>	State Code Changes	Work In Progress	TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
<input checked="" type="checkbox"/>	Define Key Activities	Complete	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Define Event Horizons	Work In Progress	12/16/04	
<input checked="" type="checkbox"/>	Define Milestones and Expected Outputs	Work In Progress	12/16/04	
<input checked="" type="checkbox"/>	Define Implementation Cost Elements	Work In Progress	12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	